How to Complete the Annual
Organizational Compliance – Single Audit Report (OCSAR) in TDA-GO

Grant Recipients with any TxCDBG grant that was open at any point during the fiscal year must submit an Organizational Compliance - Single Audit Report (OCSAR) in TDA-GO. For this purpose, "open" means that at least one day in the fiscal year is *after* the grant agreement start date, and *before* the Project Completion Report is submitted.

TDA staff will create an OCSAR for each Grant Recipient that is required to complete the report for each specific fiscal year. The OCSAR can be prepared as soon as the day after fiscal year end of the Grant Recipient's organization.

Launch TDA-GO and Login

Launch https://tda-go.intelligrants.com/IGXLogin. Login with your username and password.

Locate the OCSAR document.
- Each outstanding OCSAR will be available in the My Tasks section of the Dashboard for each Grant Recipient person with an Authorized Official and Project Director role.
- The OCSAR can also be found by using the Search menu and selecting Organizational Compliance.
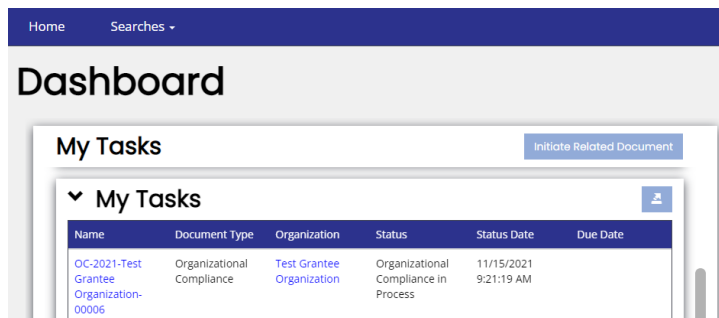

Figure 1. Identify the Organizational Single Audit Compliance form

The OCSAR must generally be completed by a member of the Grant Recipient organization, authorized by resolution.
- The Authorized Official, Project Director, or Payment Processor may complete the OCSAR.
- The Grant Recipient may invite their certified public accountant firm to create a TDA-GO account and be granted access to the document. See How to Add Users to a Grant Document
- In TDA-GO, the OCSAR is a document associated with the Grant Recipient organization, rather than a grant document for which a third-party administrator has been procured or selected; administrative service providers do not have access to complete the OCSAR form on the Grant Recipient's behalf.

Complete OCSAR Threshold Questions

Using the Navigation Pane on the left side of the screen, select the page marked "Single Audit Compliance". Answer two questions to determine whether a full accounting of all expenditures is required by TDA for a given fiscal year. (TDA) enters the FYE for communities. They are only required to answer the following questions.

Figure 2. Complete the Single Audit Compliance form

Based on the Grant Recipient's responses, the form will require the following:

- No additional information – If the OCSAR does not require additional information or documentation, skip to the Submit OCSAR step.

- Summary of federal expenditures for the fiscal year. In some cases, the threshold responses will require a summary table to be provided with additional detail to support the reported expenditures. Include the following information for both TxCDBG grants and all other federal grants open during the fiscal year:
  - Federal grantor – For TxCDBG grants, enter **HUD**
  - Pass Through Grantor (if any) – For TxCDBG grants, enter **TDA**
  - Program Name – For TxCDBG grants, enter **Texas CDBG**
  - CFDA/ALN Number – For TxCDBG grants, enter **14.228**
  - Contract/Grant Number – Enter the number assigned by the funding agency to identify the specific grant award

- Expenditures this period – Enter the amount of grant funds for which expenditures were incurred (if the Grant Recipient uses an accrual accounting method) or disbursed (if the Grant Recipient uses a cash accounting method) during the fiscal year

Federal Grantor	Pass Through Grantor (if any)	Program Name	CFDA Number	Contract/Grant Number	Expenditures this period
HUD	TDA	Texas CDBG	14.228		$

Figure 3. Continue completing the Single Audit Compliance form

When the grant recipient reports exceed the 750K threshold – then the Assessment of Risk must be complete before submitting. See below to follow the steps.

After completing the summary chart, skip to the Submit OCSAR step.

- Single Audit Record. If the OCSAR threshold questions indicate a Single Audit is required, additional sections of the form will be made visible. The OCSAR will remain "In Process" until the Single Audit federal requirements are complete.

Single Audit Record

Date Single Audit uploaded to Federal Audit Clearinghouse *-enter the date of the email confirmation from FAC- when SA has been accepted .

04/xx/2023

- **Name of CPA/Firm ***

Hall CPA Fir

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- **License Expiration Date ***

- **Confirmation of Active CPA License (TDA staff only)**

<mark>Complete OCSAR Single Audit Record and Assessment of Risk</mark>

Once the Single Audit is complete and has been submitted to the Federal Audit Clearinghouse as required by federal regulations, complete the remaining sections of the OCSAR.

- Enter required information to document that the required Single Audit has been submitted to the Federal Audit Clearinghouse,
- Enter responses necessary for TDA to assess risks identified by the audit. Click the drop-down arrow to select a response to the questions.

Figure 4. Continue completing the Single Audit Compliance form

<u>Submit OCSAR</u>

By submitting the OCSAR, the preparer confirms its accuracy and completeness.

To submit the document, find the Status Options section of the navigation menu and select **Submit Org Compliance Report.**
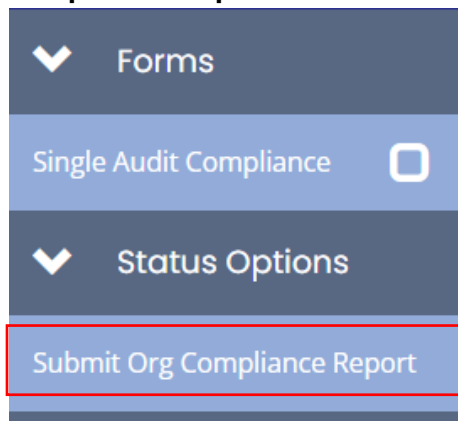

Figure 5. Select Organizational Compliance Submitted